CLPA **Member Manual**

1st Edition

CC-Link Partner Association

<<Revision history>>

Version	Release Date/ Revised Date	Revision Description
1	2018/12/5	New

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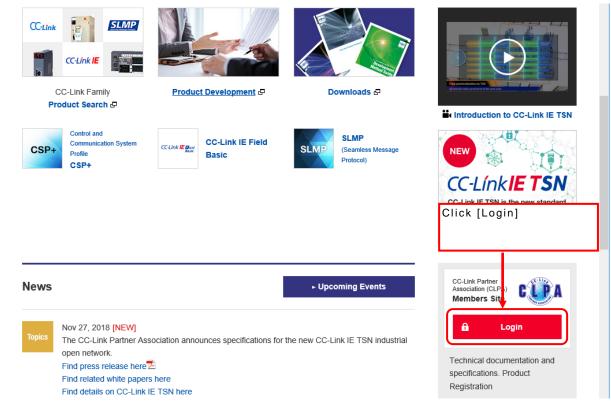
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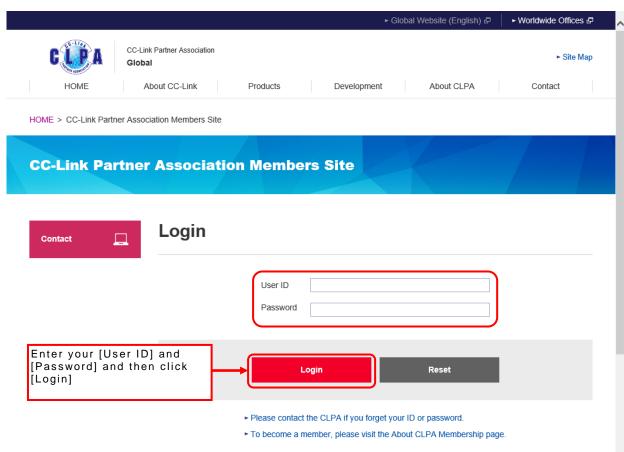
1. Logging In

Access via the CLPA official site top page.

<<URI >>

https://www.cc-link.org/en/index.html



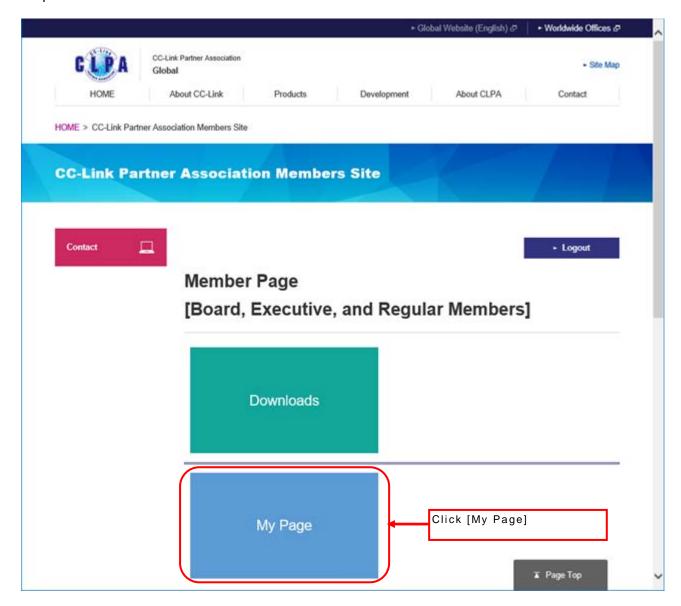


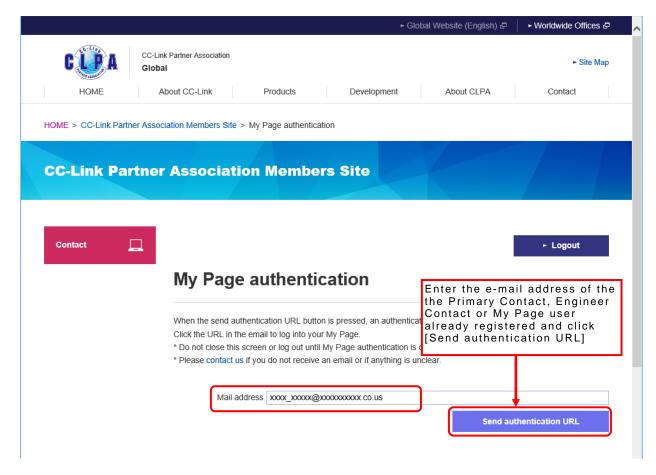
2. My Page Authentication

The exclusive member pages will appear after logging in.

Only [Downloads] on this screen can be used.

Separate authentication is required in order to register/change product information or perform master maintenance.





An authentication e-mail will be sent to the entered e-mail address.

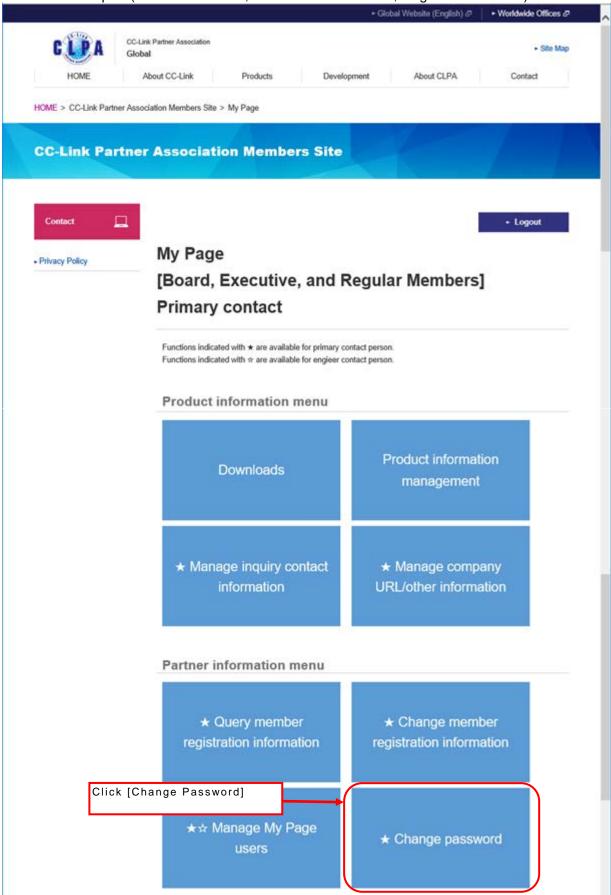


Authentication is completed and the relevant My Page screen appears.

3. Changing Passwords

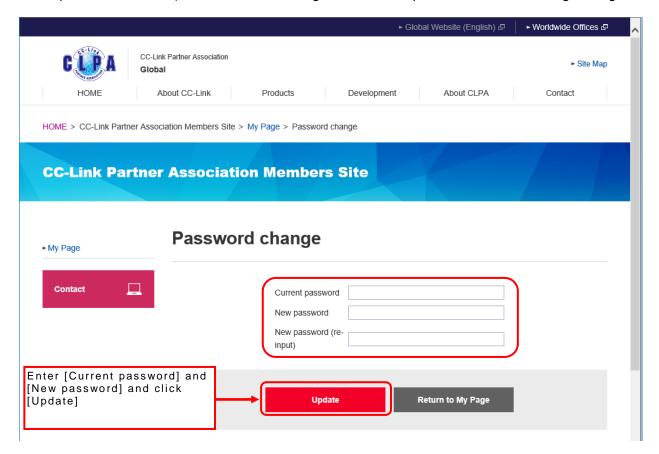
Member information can be changed using the My Page screen.

Screen example (board member, executive member, regular member)



Only the Primary Contact can change passwords.

Only the Primary Contact can authenticate initial passwords (after initial login or after password reset). Be sure to change the initial password before beginning use.



Use a combination of 4 letter types (upper case, lower case, numbers, and symbols) for the new password, totaling 8 to 12 characters.

Note that the password cannot be set to the [User ID] or [Current password].

Passwords are valid for 180 days.

Once the validity period has passed, the system cannot be used until the password has been changed.

Periodically change your password.

Note that the Primary Contact will be directed to the password change screen upon login.

The following items are called the initial password.

- The password sent by CLPA via e-mail notification after signing up
- The password sent via e-mail notification after a forgotten-password request to CLPA

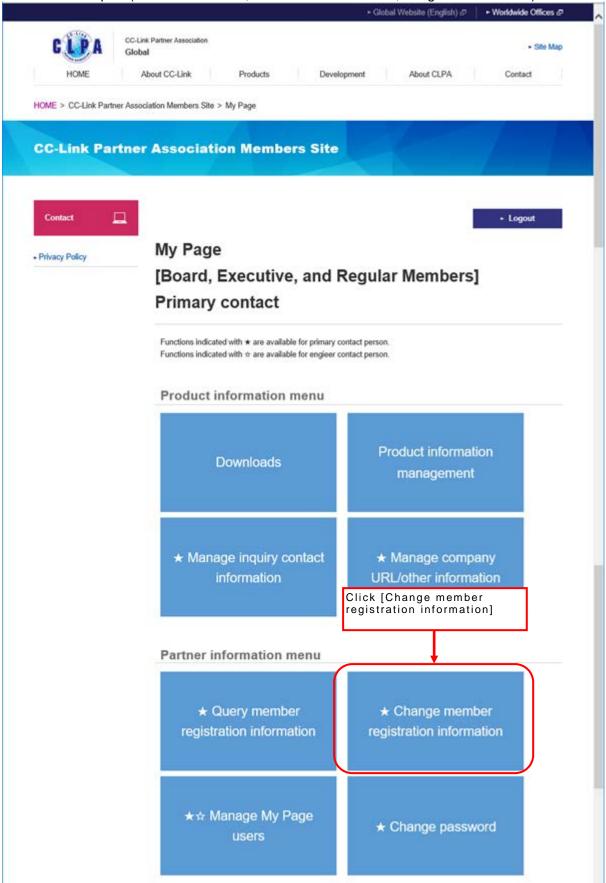
Initial passwords are valid for 7 days.

The initial password cannot be used if the validity period is expired. Always change the password within the validity period.

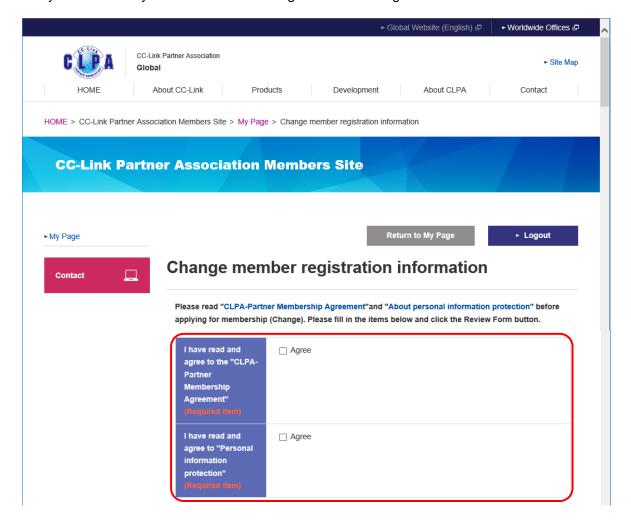
4. Change Applications

Member information can be changed using the My Page screen.

Screen example (Board member, Executive member, Regular member)



Only the Primary Contact can change member registration information.



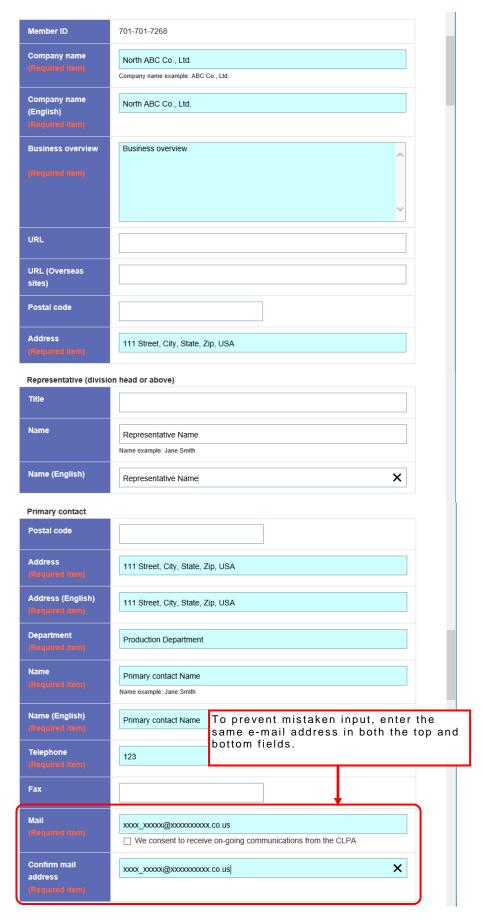
Read the [Membership Agreement] and consent to the contents before checking the check box.

Read the [Personal Information Policy] and consent to the contents regarding the handling of personal information before checking the check box.

Items with a light blue background are mandatory.

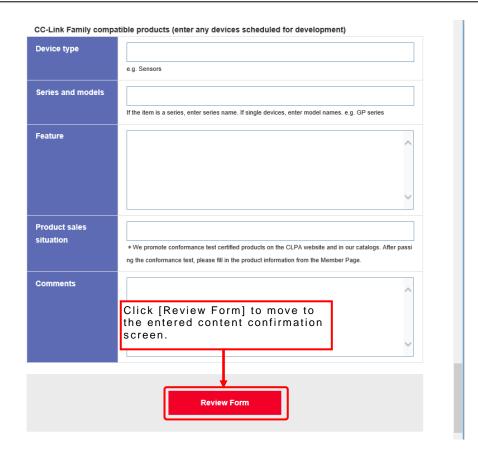
Other than the mandatory fields, enter only the fields to be changed.

Items not entered will not be changed.

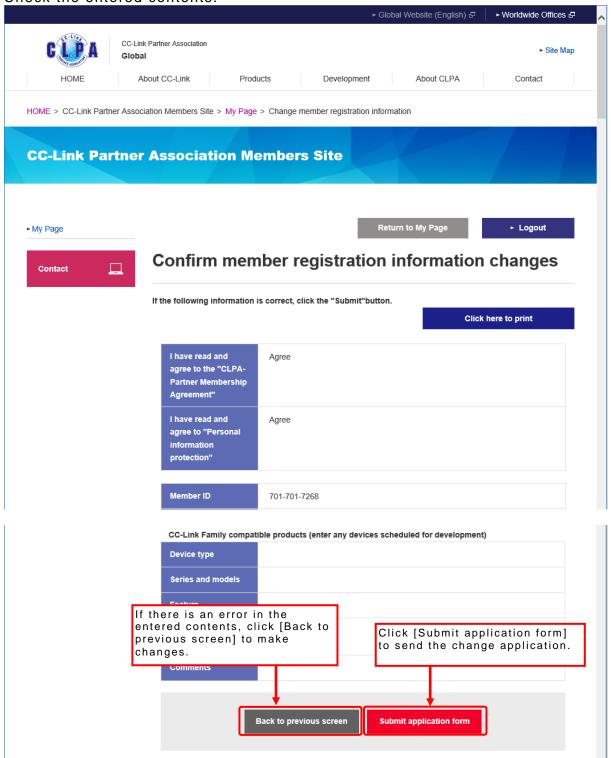


The contact [E-mail address] will appear in the To: field of the change application registration complete message and is thus mandatory.

	(If different from primary contact)	
ostal code		
ddress		
Department		
Name	Engineer contact name	
	Name example: Jane Smith	
Telephone		
Fax		
Mail	yyyy_yyyy@xxxxxxx.co.us	
	yyyy_yyyy@xxxxxxx.co.us	
Confirm mail		
Billing address for a	yyyy_yyyy@xxxxxxxxx co.us	ils. • Automatic
Billing address for a date system (Add if	nnual fee *Please contact your local branch for payment detai	
_	nnual fee *Please contact your local branch for payment detai	
Billing address for a date system (Add if Company name	nnual fee *Please contact your local branch for payment detai different from primary contact)	
Billing address for all date system (Add if Company name Postal code	nnual fee *Please contact your local branch for payment detai different from primary contact)	
Billing address for all date system (Add if Company name Postal code	nnual fee *Please contact your local branch for payment detai different from primary contact)	
Billing address for an date system (Add if of Company name Postal code Address	nnual fee *Please contact your local branch for payment detai different from primary contact)	
Billing address for a date system (Add if Company name Postal code Address	nnual fee *Please contact your local branch for payment detai different from primary contact)	
Billing address for a date system (Add if Company name Postal code Address	nnual fee *Please contact your local branch for payment detai different from primary contact)	
Billing address for an date system (Add if of Company name Postal code Address Department	nnual fee * Please contact your local branch for payment detail different from primary contact) Company name example: ABC Co., Ltd.	
Billing address for an date system (Add if Company name Postal code Address Department Name	nnual fee * Please contact your local branch for payment detail different from primary contact) Company name example: ABC Co., Ltd.	
Billing address for all date system (Add if it Company name Postal code Address Department	nnual fee * Please contact your local branch for payment detail different from primary contact) Company name example: ABC Co., Ltd.	
Billing address for an date system (Add if Company name Postal code Address Department	nnual fee * Please contact your local branch for payment detail different from primary contact) Company name example: ABC Co., Ltd.	



Check the entered contents.

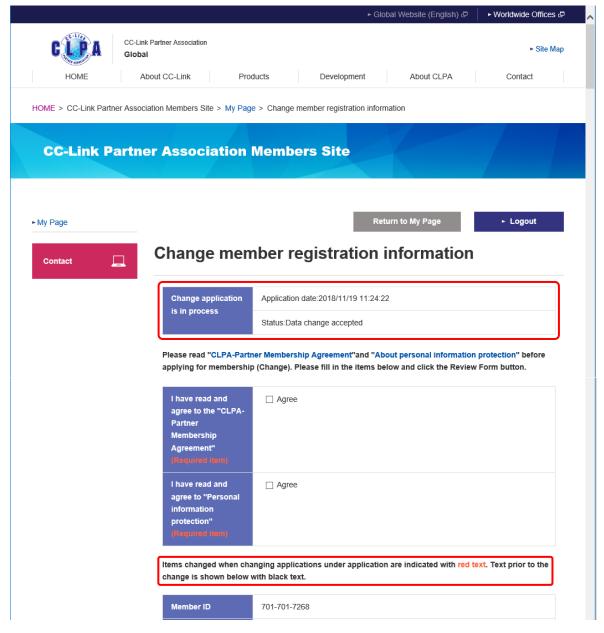


Change application is complete. ► Global Website (English) 🗗 | ► Worldwide Offices 🗗 CC-Link Partner Association Global About CC-Link Products Development About CLPA Contact ${\sf HOME > CC-Link\ Partner\ Association\ Members\ Site > My\ Page > Change\ member\ registration\ information}$ **CC-Link Partner Association Members Site** Return to My Page ► Logout ► My Page Contact Member registration information change transmitted **Submission completed** Thank you for applying for membership change. After confirming your information, we will send you a membership certificate and annual invoices for regular members and above.

We ask for your patience while we update our system. This will take about one week.

5. Change Applications (Change Applications in Process)

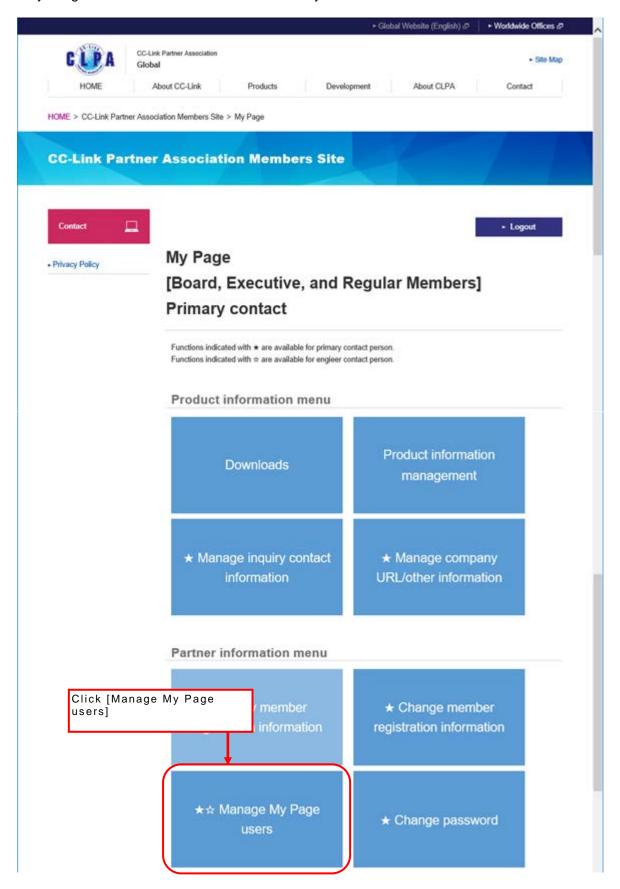
When making changes to an application in process, the following display will appear for member registration information changes.

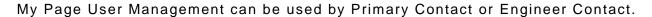


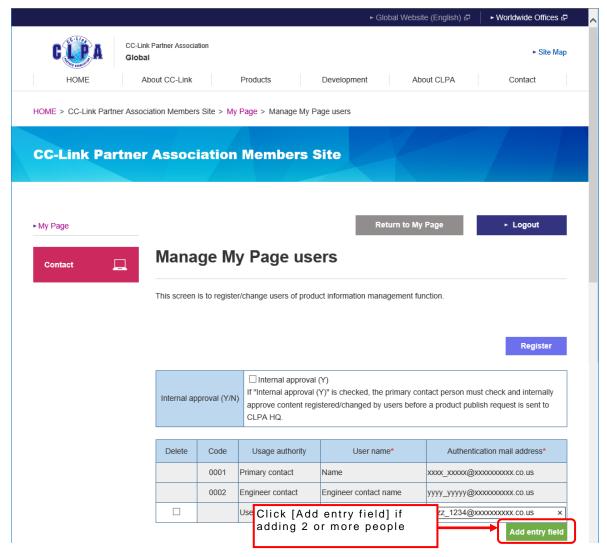
The operation is the same as [4. Change Applications]. Items changed when changing applications in process are displayed with red text.

6. My Page User Registration

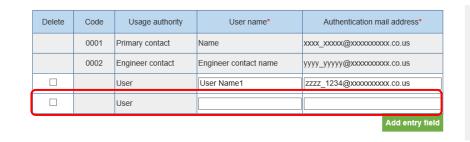
Operators other than the Primary Contact or Engineer Contact can be registered as "My Page users" to enable use of the system.

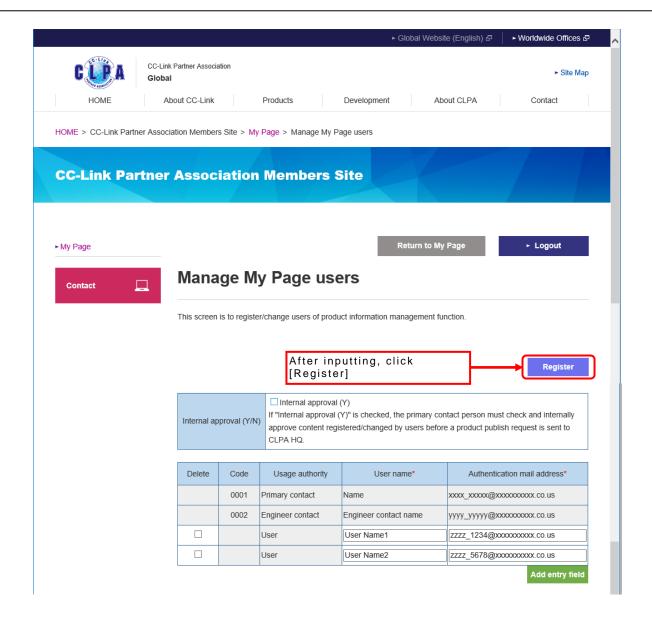




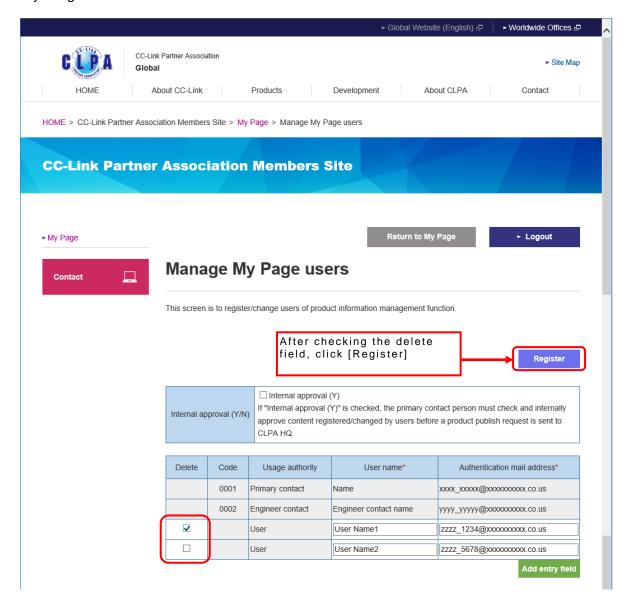


Enter the user name and authentication mail address. Both fields are mandatory. When adding more users, click [Add entry field] to display more entry fields.



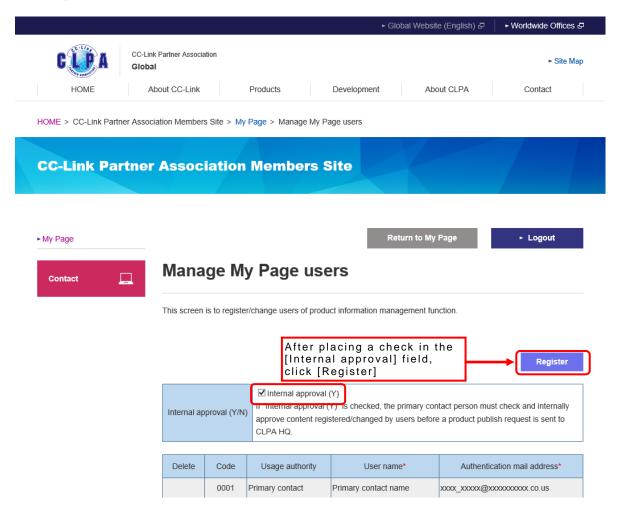


My Page users can be deleted.



Internal approval process can be configured.

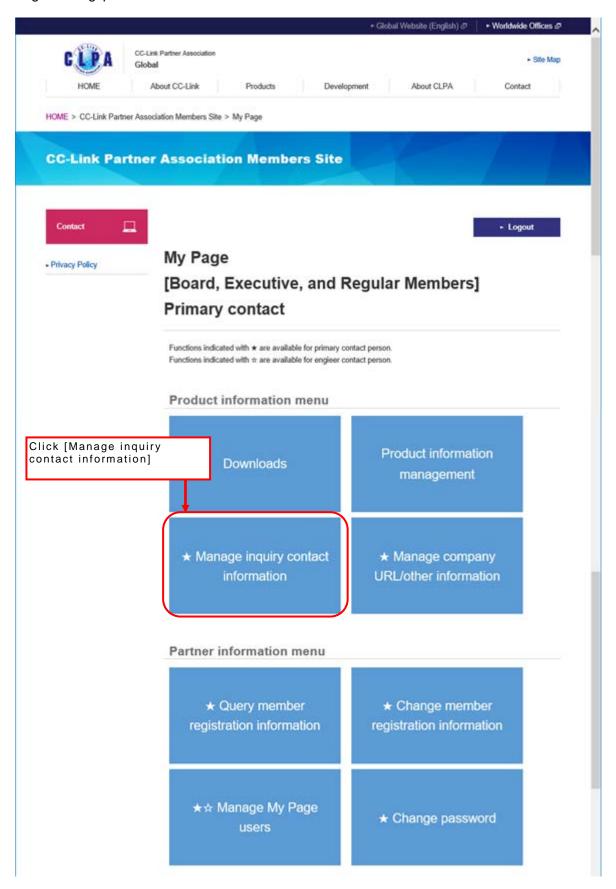
Internal approval indicates the process in which the Primary Contact checks and internally approves content registered/changed by users (Engineer Contact or My Page users) before a product publish (unpublish) request is sent to CLPA.



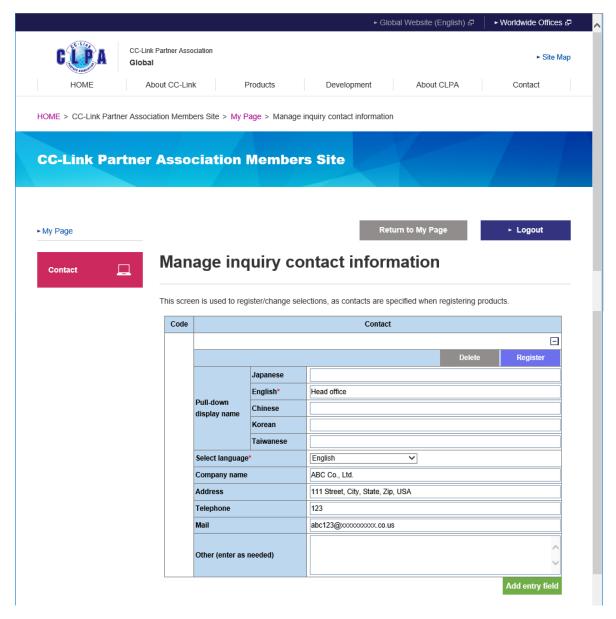
Registering without checking the [Internal approval] field enables the internal approval process to be bypassed.

7. Registering Contacts for Inquiries

This is used to register selections, as contacts are specified via selection when registering products.



Only the Primary Contact can use the inquiry contact information management system.



Enter the required information, such as pulldown display name, language selection, etc. The pulldown display name (English) and language selection are mandatory items.

The language selection specifies the display language for the inquiry contact.

If "日本語" is selected, the following message will appear.

会社名: 株式会社 〇〇〇 営業部 住所: 〇〇県〇〇市〇〇町 **1-2-3**

電話番号: 999-999-9999

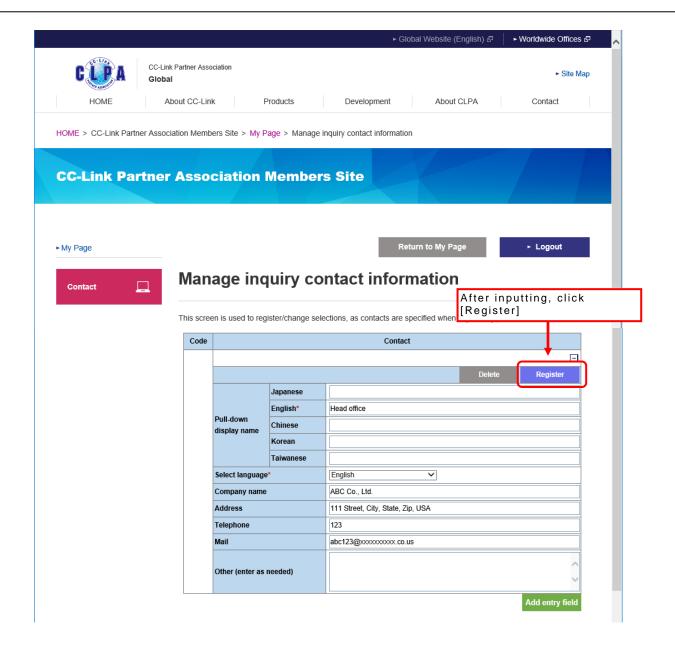
E-mail: xxx_xxxxx@xxxxx.co.jp

If "English" is selected, the following message will appear.

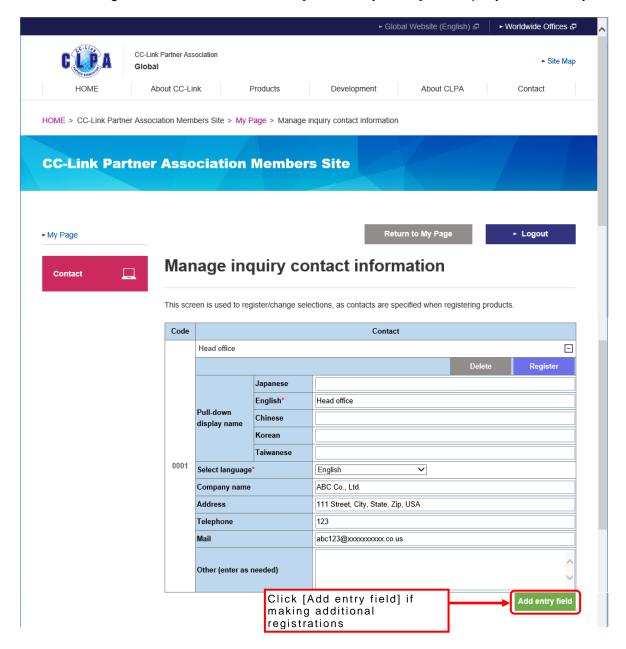
Name: OOO Company, Sales Division Address: 1-2-3 OO-cho, OO City, OO

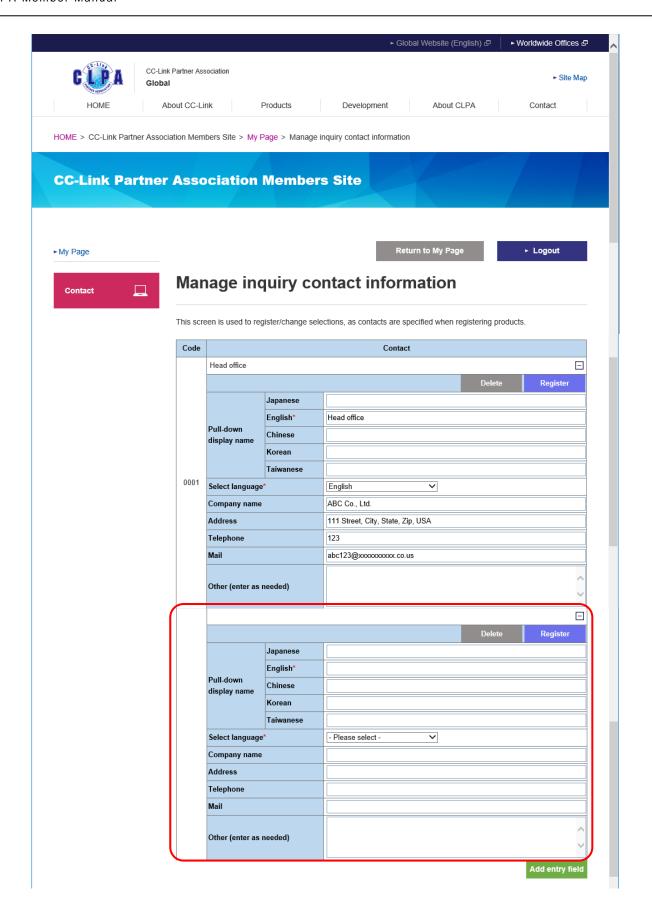
Phone: 999-999-9999

E-mail: xxx_xxxxx@xxxxx.co.jp



When adding even more users, click [Add entry field] to display more entry fields.

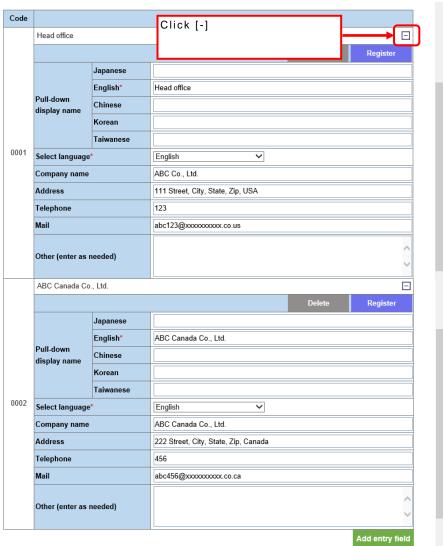




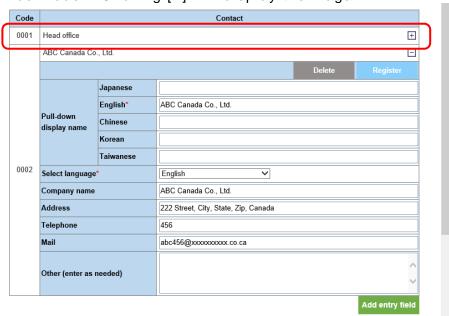
Contacts for inquiries can be deleted.



Contact details can be hidden.

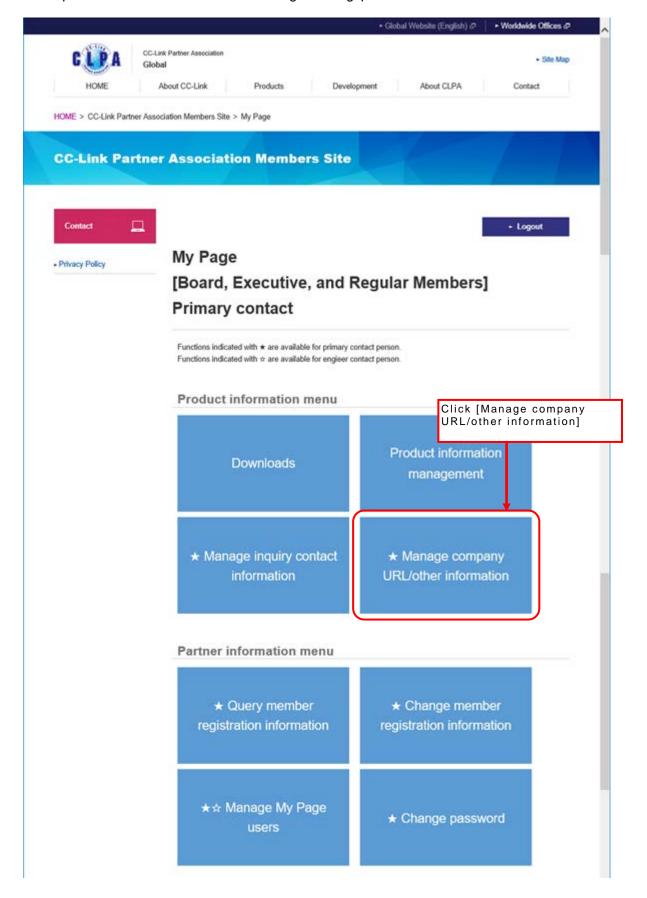


Contact details will be hidden. Clicking [+] will display them again.

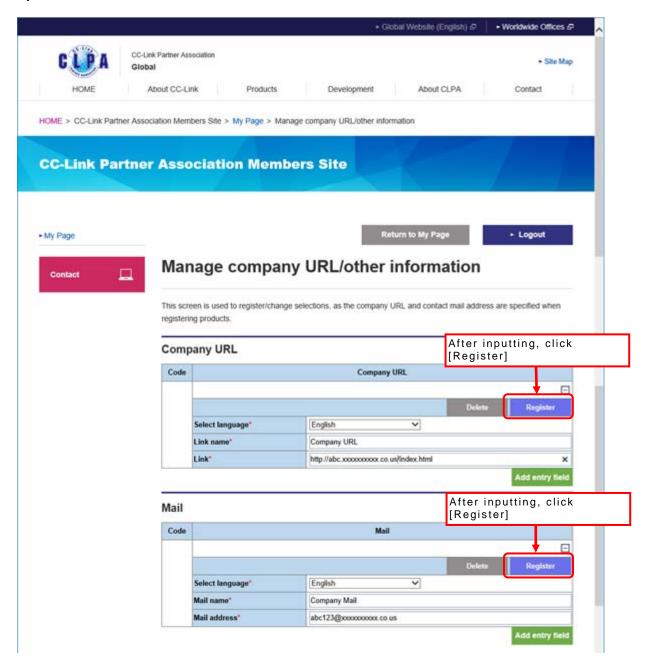


8. Registering Company URLs/Other Information

This is used to register selections, as the company URL and contact mail address are specified via selection when registering products.



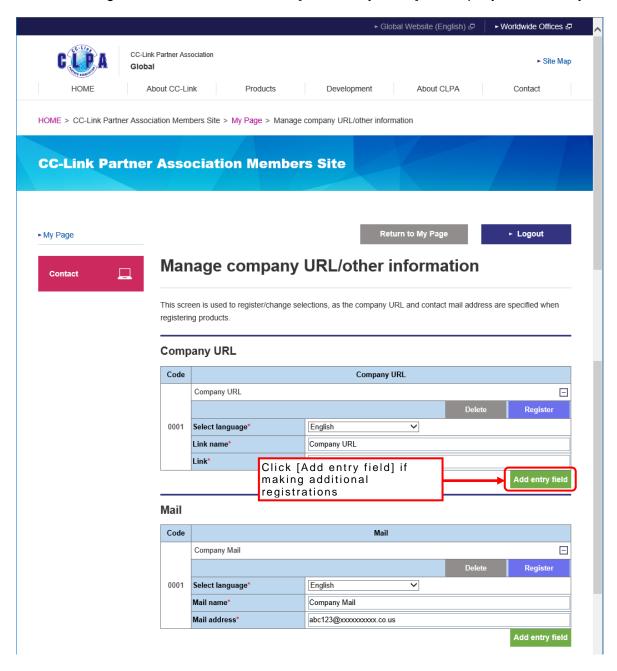
Only the Primary Contact can use the company URL/other information management system.



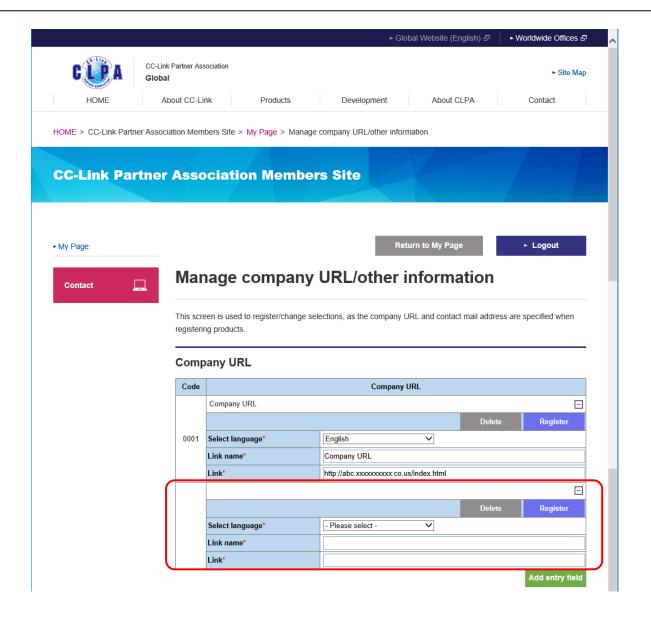
For company URLs, enter the language selection, link name, and link fields; for contact e-mail addresses, enter the language selection, e-mail name, and e-mail address fields. All items within the detailed units to be registered are mandatory.

The language selection specifies the display language for the inquiry contact. When registering product information, select which language the company URL or e-mail field language pulldowns should appear in.

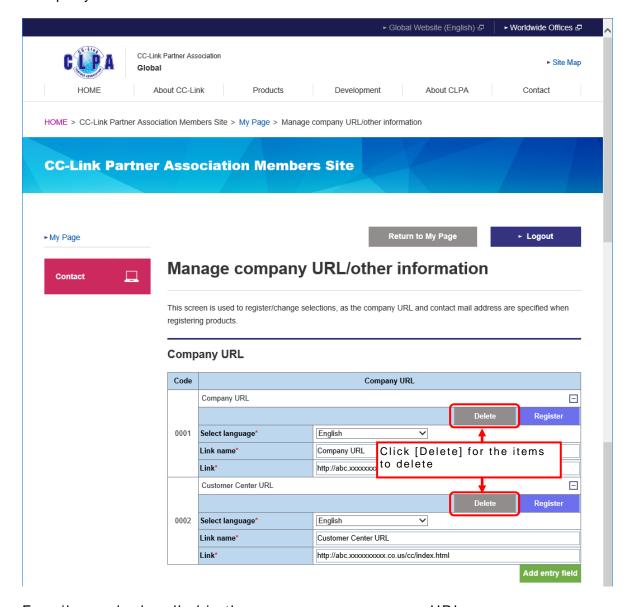
When adding even more users, click [Add entry field] to display more entry fields.



E-mails can be handled in the same way as company URLs.

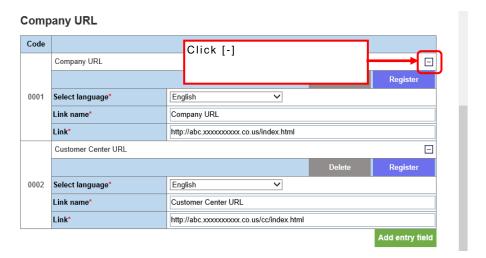


Company URLs and contact e-mail addresses can be deleted.



E-mails can be handled in the same way as company URLs.

Details of company URLs and contact e-mail addresses can be hidden.



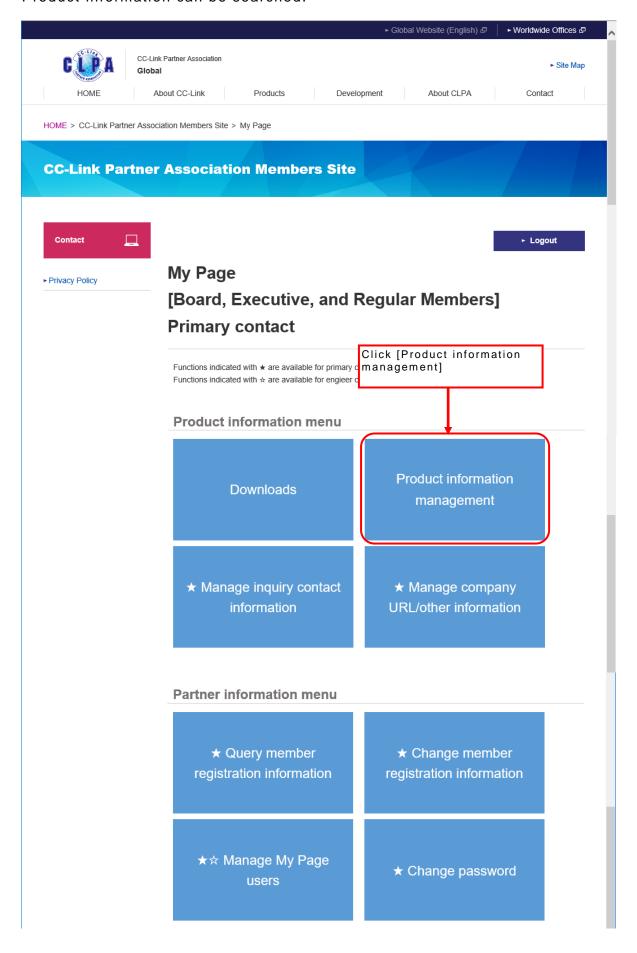
Details of the company URL will be hidden. Clicking [+] will display them again.



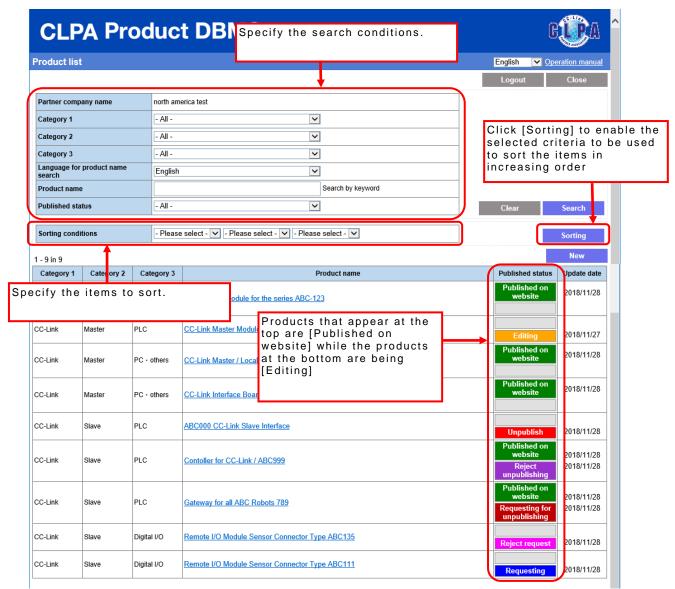
E-mails can be handled in the same way as company URLs.

9. Searching for Product Information

Product information can be searched.



A list of registered products will appear.

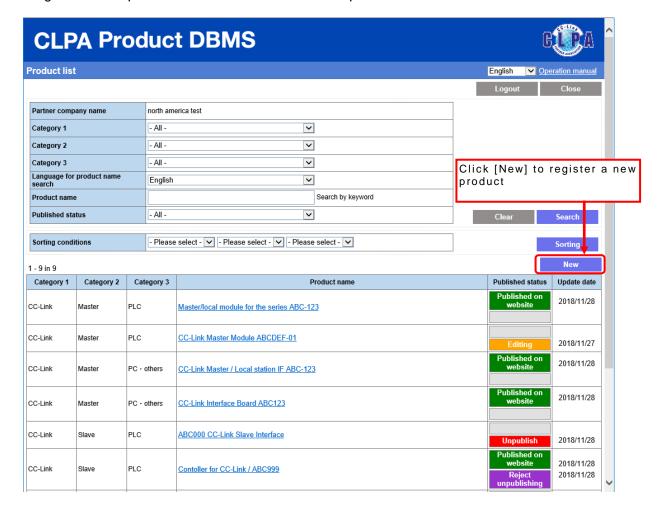


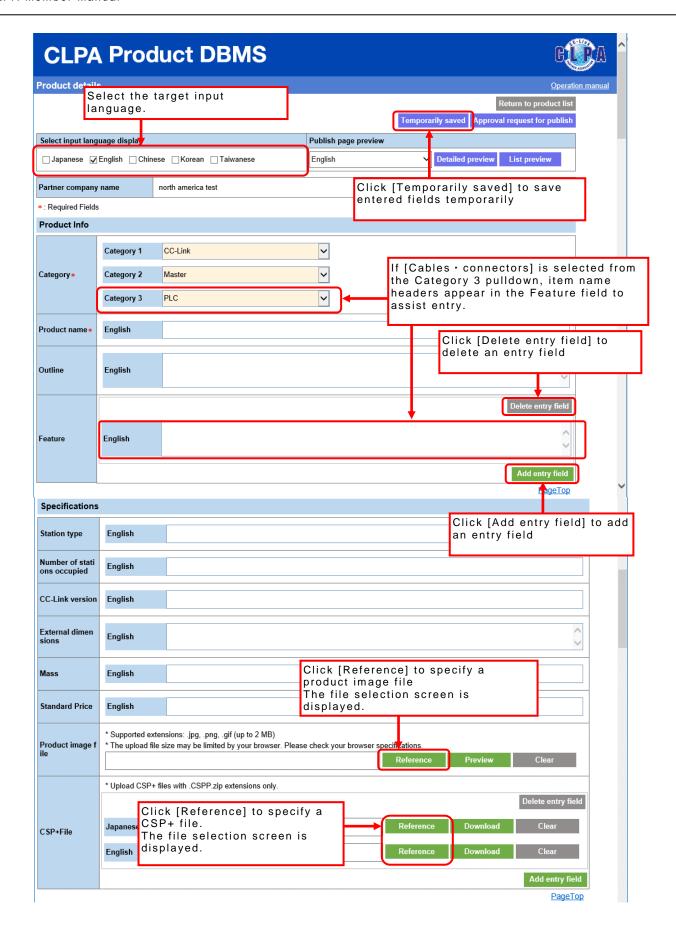
Publish status types and possible operations

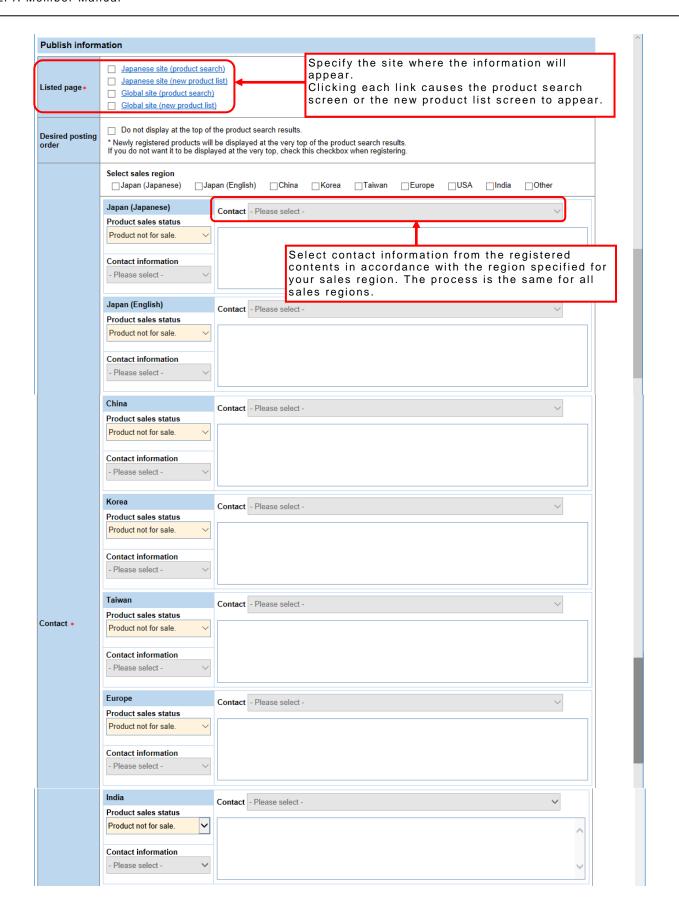
Publish status	Display color	Possible operation
Editing		Editing product information
Requesting		Editing product information (publish request deleted)
Reject request		Editing product information
Published on website		Edit product information while leaving the data as published
Requesting for unpublishing		Editing product information (unpublish request deleted)
Reject unpublishing		Editing product information
Unpublish		Editing product information

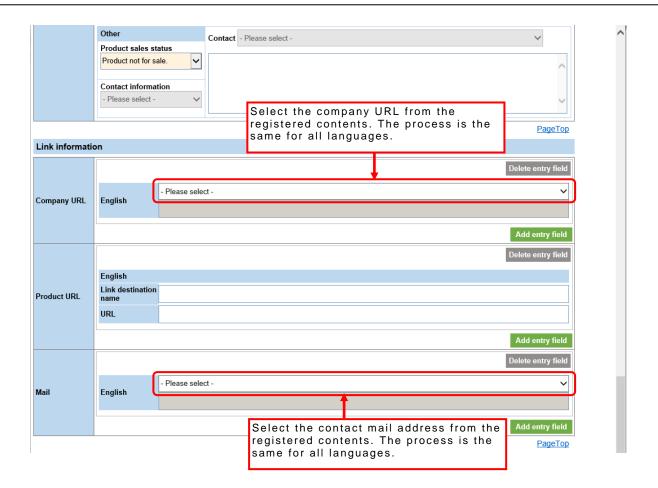
10. Registering Product Information

Register new product information from the product list screen.







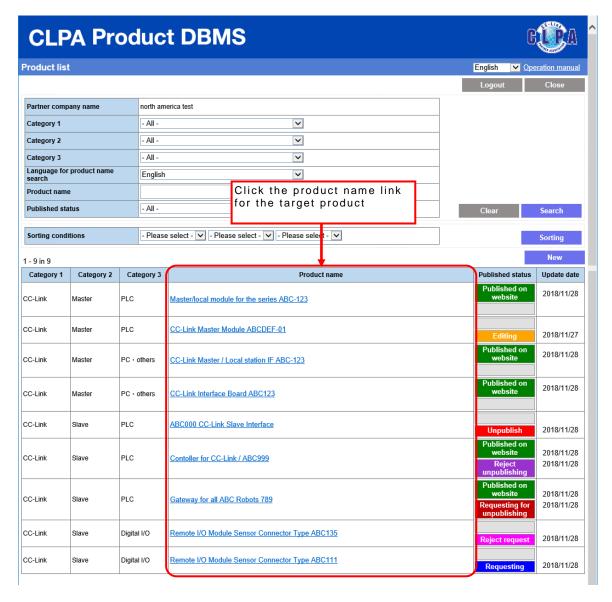


If [Cables \cdot connectors] is selected from the Category 3 pulldown, the following contents will appear in the Feature field.

Item name header displayed		
Cable standard (category):		
No. of cores:		
No. of terminals:		
Application:		
Conductor size (AWG#):		
Conductor structure:		
Compatible conductor size and		
structure:		
Insulator outer diameter:		
Cutoff structure:		
Cable outer diameter/finish outer diameter:		
Outer sheath material:		
Min. bending radius:		
Possible transmission distance:		
Dedicated tools:		
No. of insertions/removals:		
Standard:		
Environmental resistance:		
Operating temperature range:		

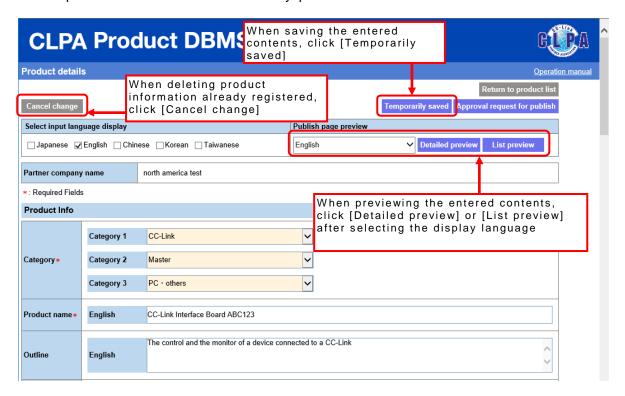
11. Editing Product Information

Select the product information to be edited from the product list screen.

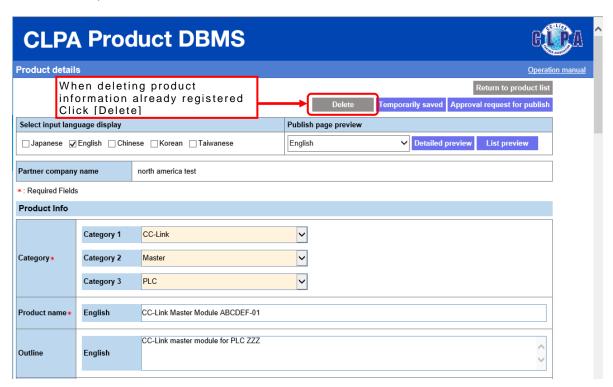


After editing, the publish status will become [Editing].

When product information is already published

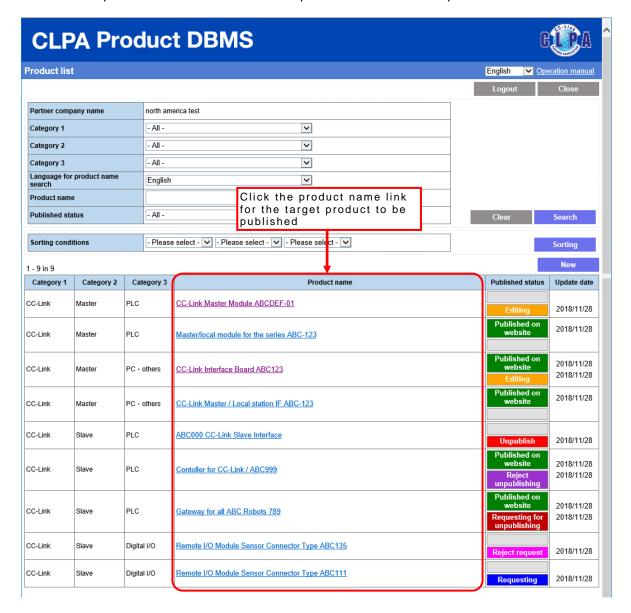


If there is no published product information (only for newly registered product information)

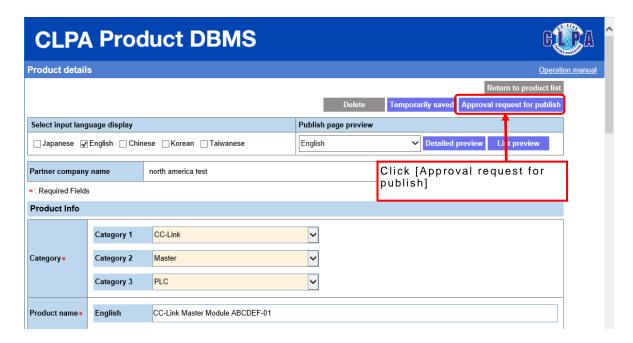


12. Publishing Product Information

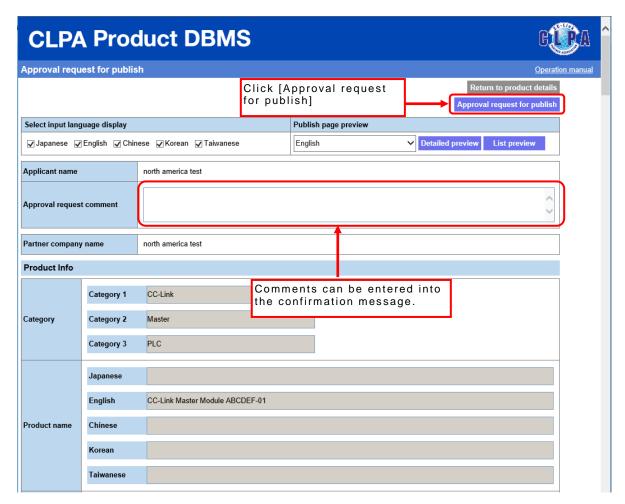
Only the Primary Contact can use product information publish requests. Select the product information to be published from the product list screen.



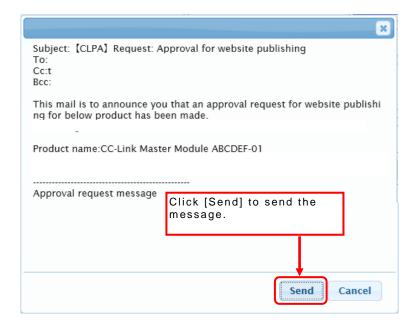
After request registration, the publish status will become [Requesting].

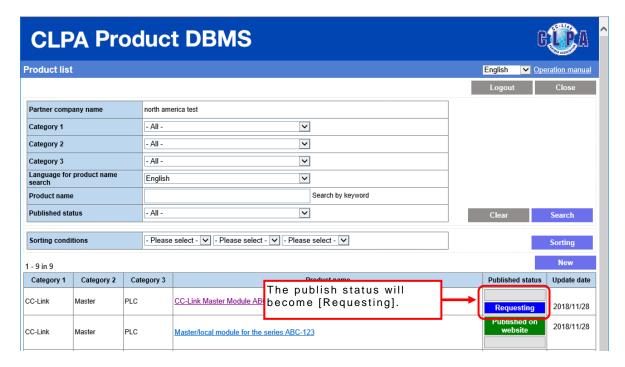


The confirmation screen is displayed.



The publish approval request confirmation message screen will be displayed.

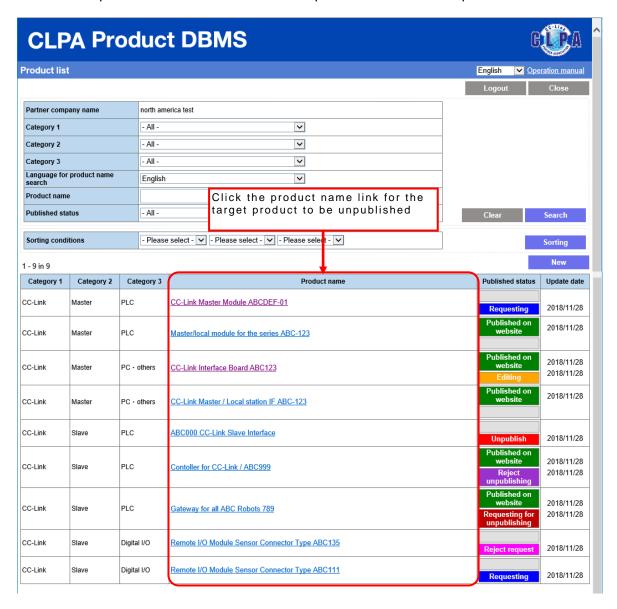




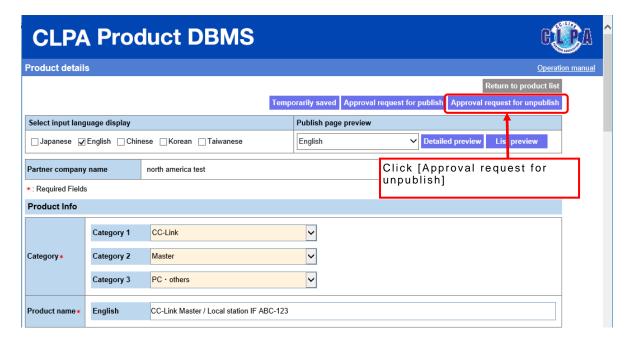
After that, product information will be published with the approval from CLPA.

13. Unpublishing Product Information

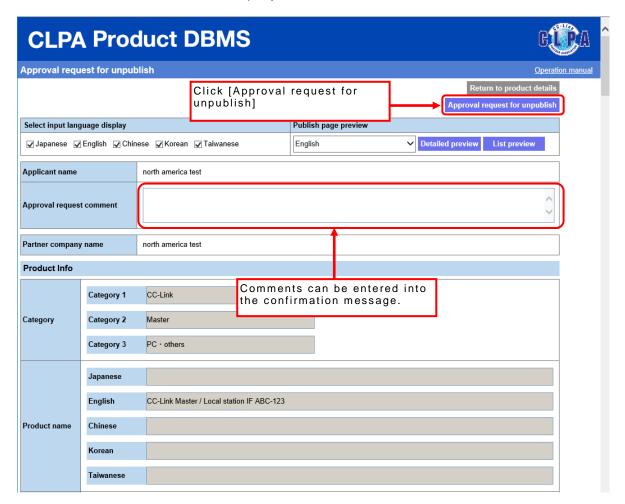
Only the Primary Contact can use product information unpublish requests. Select the product information to be unpublished from the product list screen.



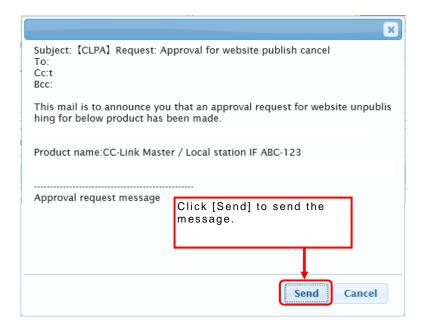
After request registration, the publish status will become [Requesting for unpublishing].

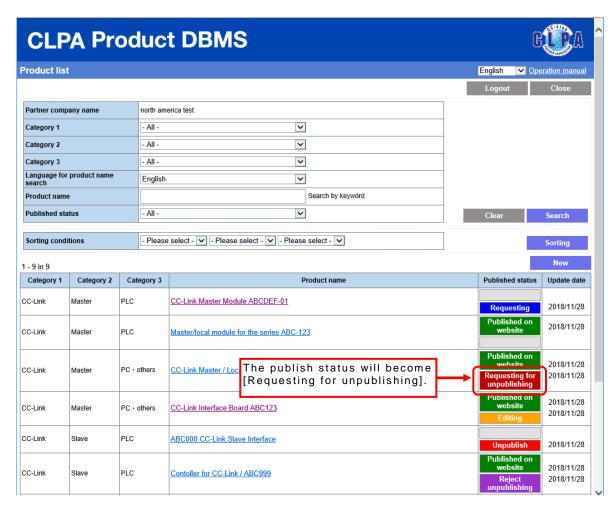


The confirmation screen is displayed.



The unpublish approval request confirmation message screen will be displayed.



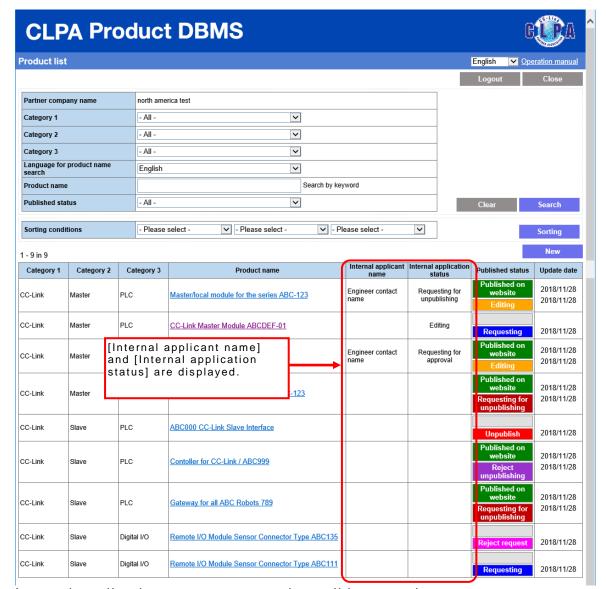


After that, product information will be unpublished with the approval from CLPA.

14. Using Internal Approval (Engineer Contacts, My Page Users)

Contents registered or changed by the Engineer Contact or My Page users can be checked by the Primary Contact, enabling internal approval.

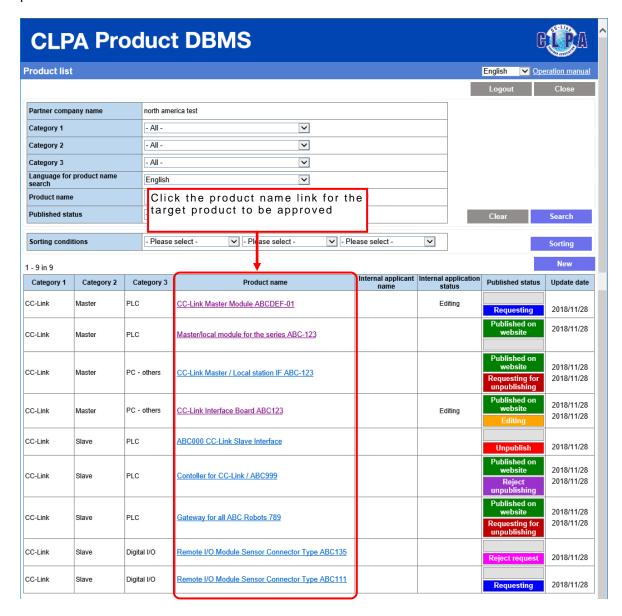
Product list screen for internal approval



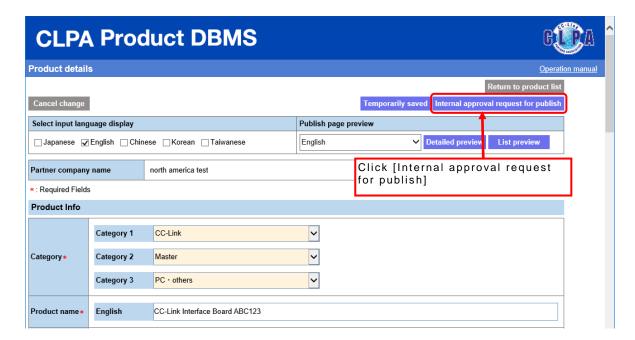
Internal application status types and possible operations

Internal application status	Possible operation
(None)	Editing product information
Editing	Editing product information
Requesting for approval	Editing product information (approval request deleted)
Reject approval request	Editing product information
Approved	Editing product information (approved request deleted)
Requesting for unpublishing	Editing product information (unpublish request deleted)
Reject unpublishing	Editing product information
Approved unpublishing	Editing product information (unpublish approved request deleted)

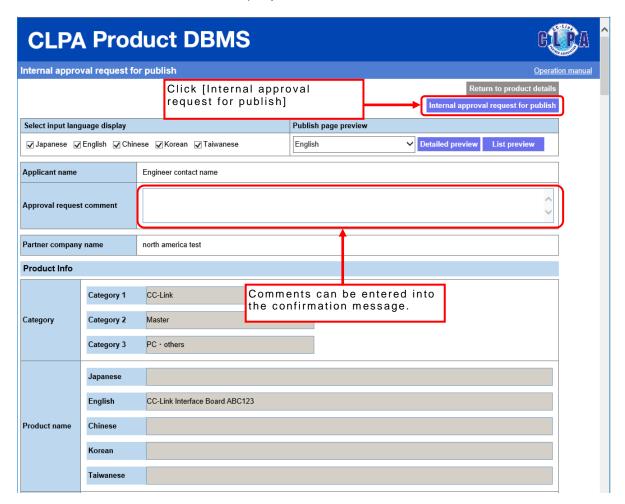
When requesting approval, select the product information to be approved from the product list screen.



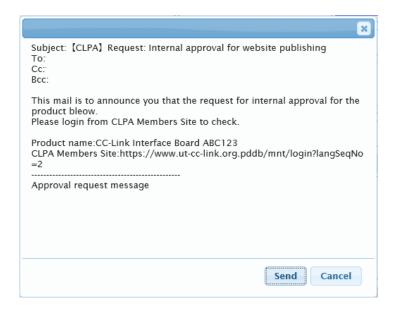
After request registration, the internal application status will become [Requesting approval].

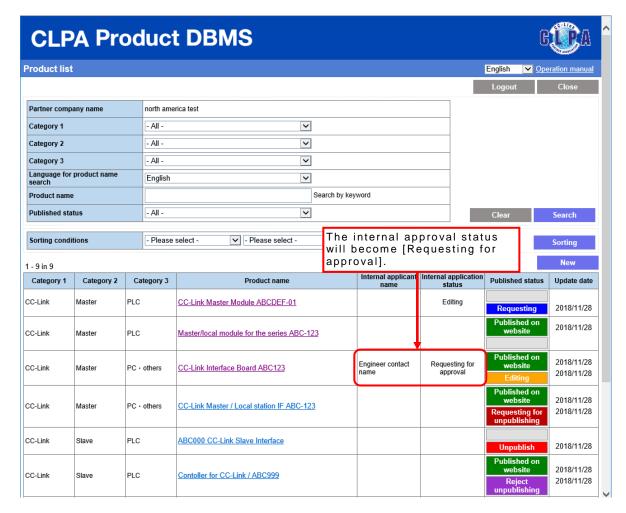


The confirmation screen is displayed.



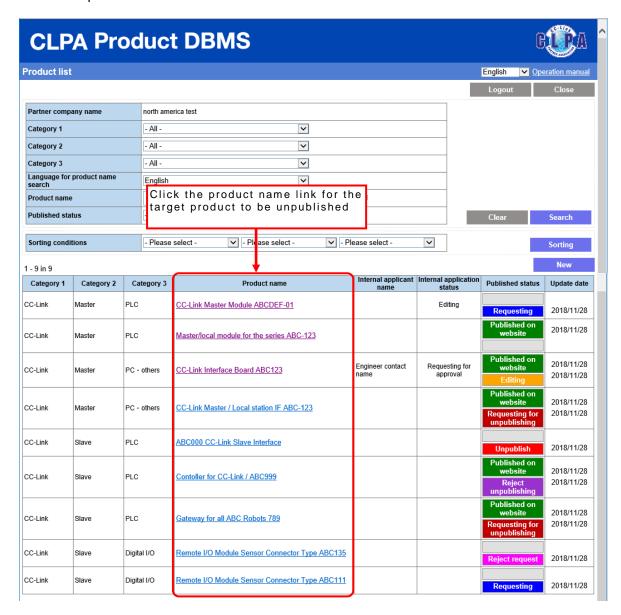
The approval request confirmation message screen will be displayed.



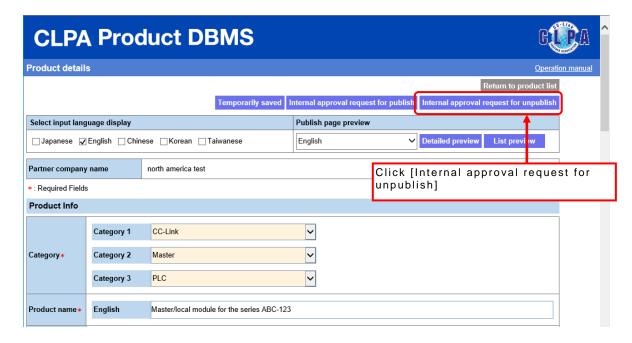


After that, the publish approval request is transferred to CLPA for internal approval via the Primary Contact.

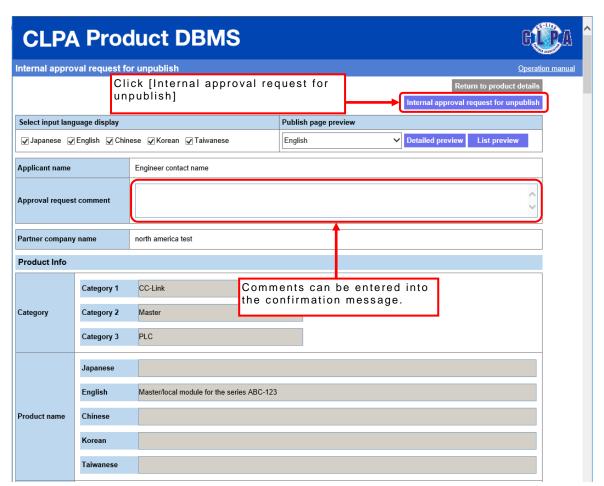
When requesting unpublishing, select the product information to be unpublished from the product list screen.



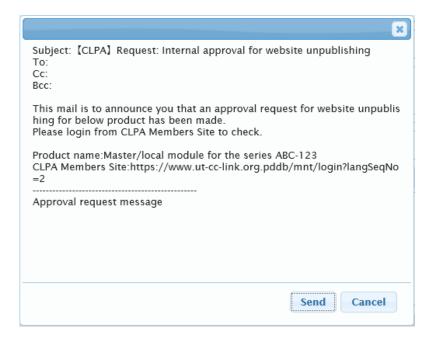
After request registration, the internal application status will become [Requesting for unpublishing].

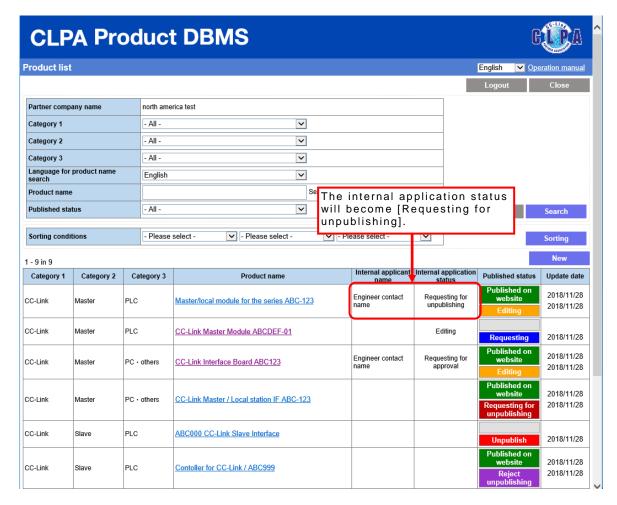


The confirmation screen is displayed.



The approval request confirmation message screen will be displayed.



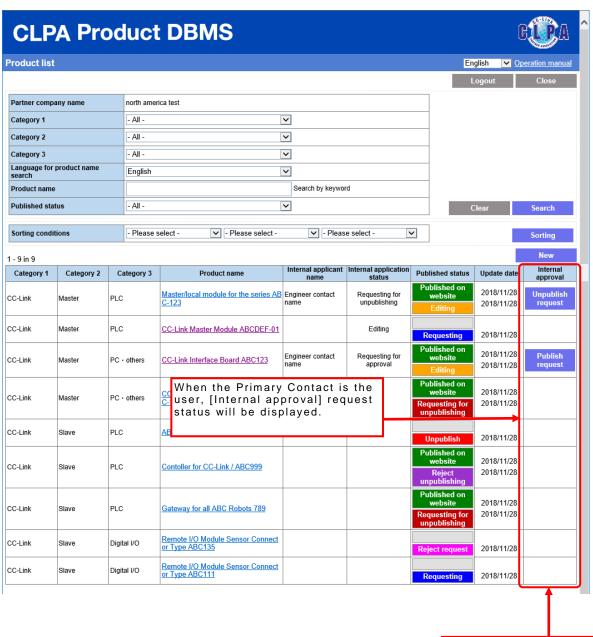


After that, the unpublish approval request is transferred to CLPA for internal approval via the Primary Contact.

15. Using Internal Approval (Primary Contact)

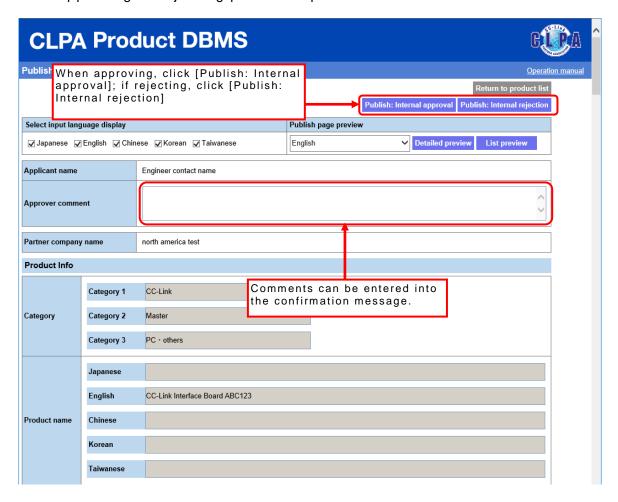
Using internal approval enables the Primary Contact to approve or reject approval requests.

When approving or rejecting internal approval, select the targeted product information from the product list screen.

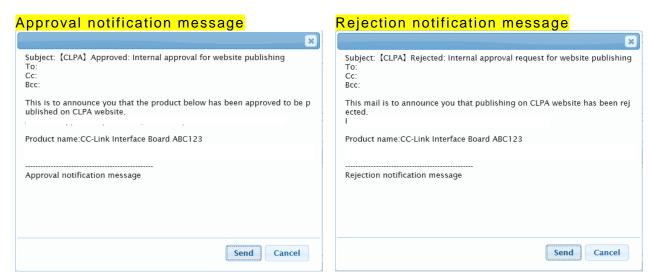


Click either [Publish request] or [Unpublish request] for the targeted product.

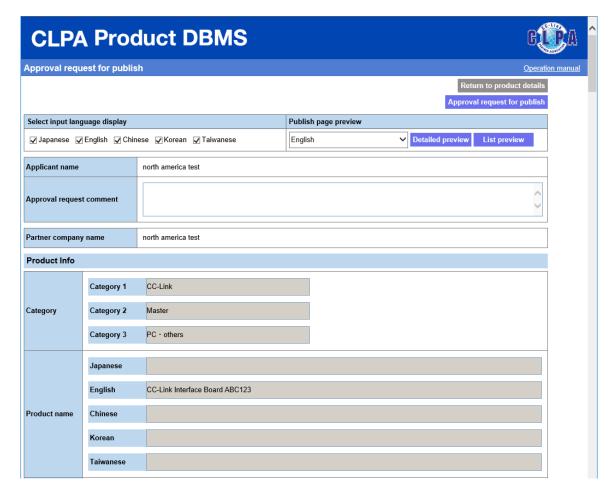
When approving or rejecting publish requests



The confirmation message screen will be displayed.

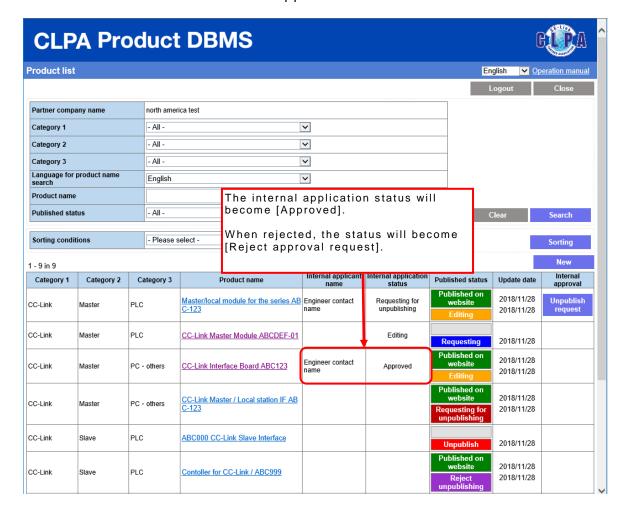


When approved, the confirmation screen is displayed. From here, the publish approval request can be sent on to CLPA.

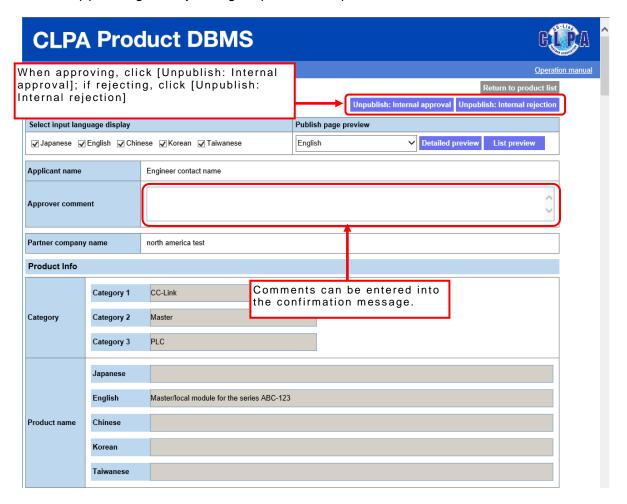


Refer to [12. Publishing Product Information] for submission of publish approval requests.

Product list screen after internal approval

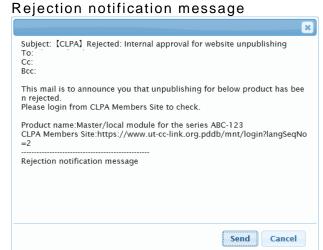


When approving or rejecting unpublish requests

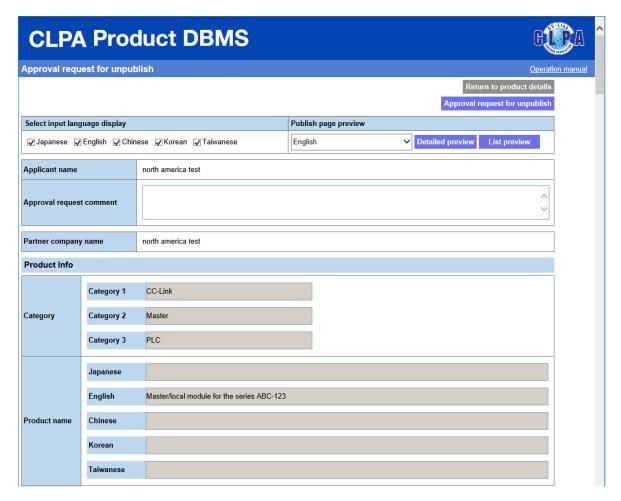


The confirmation message screen will be displayed.





When approved, the confirmation screen is displayed. From here, the unpublish approval request can be sent on to CLPA.



Refer to [13. Unpublishing Product Information] for submission of unpublish approval requests.

Product list screen after internal approval

